

**STATE ENHANCED 9-1-1
ADVISORY COMMITTEE
MEETING MINUTES
JANUARY 15, 2004**

Members Present:

Chair, Chris Fischer, *Association of Public-Safety Communications Officials (APCO)*
Mike Akin, *Association of Washington Cities - West*
Dan Aycock, *Member at Large*
Rebecca Beaton, *Washington Utilities and Transportation Commission (WUTC)*
Diane Carlson, *Verizon*
Jack Cvitanovic, *Department of Health*
Marlys Davis, *King County*
Jon Kaino, *Washington State Association of Counties - West*
Marty Knorr, *Washington State Patrol (WSP)*
Chris Mace, *Washington Association of Sheriffs and Police Chiefs*
Lynn Mell, *Wireless Carrier - T-Mobile USA*
Lorlee Mizell, *Urban Counties – East*
Jim Quackenbush, *National Emergency Number Association (NENA)*
Lanette Scapillato, *Rural Counties - West*
Markus Volke, *Qwest*
Marj Williams, *Urban Counties - West*

Alternate Members Present:

JoAnn Boggs, *Washington State Emergency Management Association (WSEMA)*
Steve Reinke, *Rural Counties - East*
Patti VonBargen, *Association of Washington Cities – East*
Greg Partch, *Washington State Association of Counties - East*

Guests Present:

Steve West (*Pend Oreille*), Ben Keller (*Garfield*), Kathy Miller (*Qwest*), Pam Boad (*Mason*), and Mary Beth Hines (*Verizon*), Mike Fagan (*Sprint*), Deanna Wells (*Cowlitz*), and Dave Magnenat (*Kitsap*).

County Coordinators Present:

Patti VonBargen (*Asotin*), John Fleckenstein (*Chelan*), Roger Trump (*Columbia*), Cindy Barnd (*Cowlitz*). Dennis English (*Douglas*), Rose Parr (*Ferry*), Virginia Boyd (*Garfield*), Mary Allen (*Grant*), **Peggy Fouts** (*Grays Harbor*), Tom Shaughnessy (*Island*), Tracy Stringer (*Jefferson*), **Marlys Davis** (*King*), Ron McAfee (*Kitsap*), **Steve Reinke** (*Kittitas*), Shirley Chapple (*Klickitat*), **Lanette Scapillato** (*Lewis*), Dee Ann Edwards (*Lincoln*), **Mike Akin** (*Mason*), Kim Scott (*Okanogan*), Stephanie Fritts (*Pacific*), **JoAnn Boggs** (*Pend Oreille*), Jim Ricks (*San Juan*), Deb Welsh (*Skagit*), Dave Cox (*Skamania*), **Marj Williams** (*Snohomish*), **Jim Quackenbush** (*Thurston*), Dan Bardsley (*Wahkiakum*), **Dan Aycock** (*Walla Walla*), **Patti VonBargen** (*Whitman*) and Wayne Wantland (*Yakima*).

State Office Staff Present:

Bob Oenning, Kurt Hardin, Catherine Bartholomew, Dave Irwin, Dave Griffith, Lorri Hergert, Teresa Williams, Carol Losey, and Teresa Lewis.

ACTION ITEMS from January 15, 2004 Meeting:

- ♦ ***Marj Williams motioned to approve the minutes from the November 20, 2003 meeting as amended. Jim Quackenbush seconded the motion. The motion carried.***
- ♦ ***Jon Kaino motioned to extend Chris Fischer as the E911 Advisory Committee Chair until the February 2004 meeting. Steve Reinke seconded the motion. The motion carried.***
- ♦ ***Jon Kaino motioned to add the sentence of 'The total amount of funding in any one year for the regionalization project cannot exceed the total funding each participating county would have been eligible to receive under WAC 118.66.' at the end of paragraph three. The second change is to remove the phrase 'to include items used for non-911 purposes' from bullet four. Jim Quackenbush seconded the motion. Dan Aycock called for the question. The motion passed, with Patti VonBargen and Greg Partch voting against, and Steve Reinke and Rebecca Beaton abstaining. The changes will be made to the policy and a revised version will be sent out.***
 - Emailed out on February 6, 2004 to all County Coordinators and Advisory Committee members.
- ♦ ***Dan Aycock motioned to accept the recommendations of the subcommittee and that they be forwarded to the State E911 Administrator for adoption with the exception that we disregard the slide that talks about the July 2005 issues and the mapping administration process and that funding remain as it is currently in the current contract year. Patti VonBargen seconded the motion. The motion passed, with Jon Kaino voting against***
- ♦ ***Send out the Maintenance Policy survey to all the counties with the exception of King County.***
 - Emailed out on January 21, 2004 to all county coordinators.
- ♦ ***Send out the training presentation from Kitsap County on NeuStar.***
 - Emailed out on February 6, 2004 to all County Coordinators and Advisory Committee members.
- ♦ ***Send out the updated Wireline/Wireless call totals for 2003.***
 - Emailed out on January 28, 2004 to all the counties.
- ♦ ***Send out the FY05 Contact timeline.***
 - Currently in the review process.
- ♦ ***Dan Aycock motioned to open the floor for new nominations for chair and vice chair for the year 2004. Jim Quackenbush seconded the motion.*** Dan Aycock was nominated for the chair position. Steve Reinke was nominated for the vice-chair position. The nominations were left open until the February meeting.
- ♦ ***Nextel and State staff conference call concerning Phase I & II implementation options.***
 - Being worked on.

Welcome and Introductions:

Chris Fischer called the meeting to order at 9:45 a.m. Members and guests introduced themselves.

Review and Approval of the Minutes (November 20, 2003): On Page 5, under New Business, first paragraph, and first sentence: replace 2005 with 2004.

Marj Williams motioned to approve the minutes from the November 20, 2003 meeting as amended. Jim Quackenbush seconded the motion. The motion carried.

Old Business:

Due to no Advisory Committee meeting in December 2003, there was a need to extend the current chair for two months. ***Jon Kaino motioned to extend Chris Fischer as the E911 Advisory Committee Chair until the February 2004 meeting. Steve Reinke seconded the motion. The motion carried.***

A policy in support of regional assistance for regional PSAP implementation was presented [ENCL 1]. There was a change on the policy by Bob Oenning: the *Telecommunicator/answering position furniture not to exceed \$1,500* was changed to *\$15,000*. Discussion ensued with the prevalent comments that support was appropriate to the degree that savings to the state program are created and that the policy serves to meet the intent of the legislature to encourage efficiencies. A concern was expressed that support for regionalization should not affect funding to the counties for operations. An additional line to be inserted into the plan was proposed by Jon Kaino, in conjunction with a motion to recommend the policy for adoption. ***Jon Kaino motioned to add the sentence of 'The total amount of funding in any one year for the regionalization project cannot exceed the total funding each participating county would have been eligible to receive under WAC 118.66.' at the end of paragraph three. The second change is to remove the phrase 'to include items used for non-911 purposes' from bullet four. Jim Quackenbush seconded the motion.*** Discussion ensued regarding the motion. ***Dan Aycock called for the question. The motion passed, with Patti VonBargen and Greg Partch voting against, and Steve Reinke and Rebecca Beaton abstaining.*** The changes will be made to the policy and a revised version will be sent out.

SUBCOMMITTEE REPORTS:

Wireless – Marlys Davis:

FCC Report – Dave Griffith reported on the current *FCC Issues* [ENCL 2]. Please refer to the handout for the current issues the FCC is addressing.

Phase I and Phase II Service Agreements – Marlys sent out the new Cingular service agreements via email on January 9, 2004. Marlys reported the State Office continues to work with the counties and carriers to get the service agreements signed. Marlys continued to report that some of the carriers have sent back their signed service agreements, but have not heard back from the counties. She asked that the counties please contact the carriers and at least let them know what the status is of the agreement.

Carrier Cost Recovery – Marlys reported that some third party vendors are trying to bill counties directly for stand alone ALI (SALI) databases (this affects Snohomish, Island and Skagit counties). According to the FCC rules these costs are on the carriers' side of the demarcation point, which is in the selective router (SR). The State Office will be working with those counties affected and the vendors to reach a solution. They will also be looking at options for replacing the SALI databases.

Marlys Davis presented the Phase I [ENCL 3] and Phase II [ENCL 4] county status color charts. Information updates should be sent to Lorri Hergert at L.Hergert@emd.wa.gov. Information can be accessed on the website located at <http://emd.wa.gov/2-e911/wireless/04-cvr-maps.htm>. Nextel

reported having to put a few counties on hold due to the local exchange carrier not providing an H-CAS alternative for wireless E911 service. Thus Nextel is working with those counties to get Phase II installed. At this point, Nextel is unable to provide Phase I service without implementing Phase II first. The State Office and Nextel will be discussing this issue on a conference call to try and resolve this issue. Marlys reported that the State Office will begin picking up the Phase II LEC interface costs, as of December 1, 2003. Marlys wanted to remind the counties that have contracts with the State, that the PSAPs must be ready to receive Phase II by June 30, 2004. Also, when you send a request letter to the carrier to order service, you need to include a copy of your letter to the LEC ordering the 30W upgrade service or its equivalent depending on the LEC.

Default Routing by MSC – Marlys reported she has heard back from all the counties with the exception of one, on where their wireless default PSAP is located in the county. The Washington State Patrol in Bellevue seems to be main default. She is currently putting together information on the transfer numbers and pertinent information for the default PSAPs. That information will be given to the Washington State Patrol along with some training.

There are reports that some carriers have been testing with no notice to the PSAPs and this has caused a number of problems. Marlys stated that she would be drafting up testing procedures and supplying them to the counties for comment. She will then finalize them and ask all the carriers to follow the standard testing procedures through out the state so that the PSAPs know what to expect and to ensure that the proper testing is being done.

Wireless Local Number Portability – Carriers are reporting that wireless number portability is happening between wireless carriers, but not very much between wireline and wireless at this point.

Contract Policy – Wayne Wantland:

Wayne presented the recommendations from the Contract Policy Review subcommittee **[ENCL 5]**. The recommended changes are as follows:

Statewide Dialing

- PSAP Mapping Maintenance
 - 10% of purchase price
 - Software & hardware only
 - Can be used for staff time, maintenance contract, or time and materials (only one category)
 - Wireless specific
- Database Management (MSAG)
 - Common element instead of wireline and wireless split
 - \$30,000 total plus COLA
- County 911 Coordinator
 - \$45,000 plus COLA
 - Remain common element

Basic Service

- Call takers salaries
 - Total \$127,000 plus COLA
 - Remain common
- E911 Mapping Administration
 - Common element instead of wireline and wireless
 - \$30,000 total
- Keep line items in the same priority order as this year for all items

- Maintenance policy remains the same until the Maintenance Task Force provides a recommendation
- Training policy remains the same until the Training Committee provides a recommendation

Future recommended changes for fiscal year 2006 (starting July 1, 2005)

- Reduce Mapping Administration from \$30,000 to \$15,000
 - Implementation issues should be completed and require only data maintenance
 - July 1, 2005 Mapping Administration would be \$15,000 plus MSAG COLA for two years.
 - Intent is to have Mapping Administration = current (January 2004) MSAG level
- Telecommunicator salaries will be on a state/county cost share, percentage to be determined no later than July 1, 2004

Jon Kaino wanted to go on record that he is opposed to any changes to the policy that would affect the money received by the smaller counties.

Discussion ensued regarding the presentation. Marlys referred to the State 9-1-1 Call Volume list **[ENCL 6]** on how some of the recommendations were reached. Several counties reported their call volumes incorrect. Kurt Hardin stated that if your call volumes are wrong you need to research your totals and send the corrected number to Lorri Hergert at the State Office via email to L.Hergert@emd.wa.gov or by fax to (253) 512-7202. The discussion centered on the proposal to reduce mapping administration since implementation will have been completed and to move toward statewide efforts to upgrade the 911 network.

Dan Aycock motioned to accept the recommendations of the subcommittee and that they be forwarded to the State E911 Administrator for adoption with the exception that we disregard the slide that talks about the July 2005 issues and the mapping administration process and that funding remain as it is currently in the current contract year. Patti VonBargen seconded the motion. Discussion ensued regarding the motion. ***The motion passed, with Jon Kaino voting against.***

There was a suggestion that the strategic planning committee take a look at the policy and the surrounding issues for fiscal year 2006

Equipment Maintenance – Tom Shaughnessy:

Tom Shaughnessy reported that the survey was sent out. He only received 15 responses. He stated that he would be sending the survey out one more time to include those counties without state contracts with the exception of King County. There was a suggestion for Tom to add a column to the spreadsheet to put in the original purchase price. The survey is requesting counties to put in the specific costs for maintenance contracts. If there are any contracts you have that are not on the list, please add them. It also requests to identify ‘*what are the deliverables in the contracts?*’ Once everything is collected, Tom will be reporting back the Advisory Committee with the results.

STATE OFFICE REPORTS:

Financial Status:

New Staff Introductions. In the E911 Office, Teresa Williams is the new financial program coordinator and will be doing the A-19s, contracts, and amendments. Carol Losey is the new office assistant

senior and she will be helping support the contract process. Catherine stated that the counties are spending the 911 funds. Implementation statewide is under spent, but that is to be expected due to the fact that the bulk of the funding is for big-ticket items that have not yet been purchased. Catherine presented the E911 state fund balances through November 30, 2003. **[ENCL 7]** This slide shows the overview for this fiscal years balance. **[ENCL 8]** This slide shows the biennium budget. If you compare November's budget for direct county support, you will notice there was an error. The error was in the dollar figure reported at the November Advisory Committee meeting and not on this month.

Legislative Issues:

Homeland Security – Bob Oenning reported that at the last Committee on Terrorism meeting (which is now the Committee on Homeland Security) the Adjutant General presented a slide that shows how the “*Emergency Management Council*”, “*Domestic Security Executive Group*”, “*Enhanced 911 Advisory Committee*”, and the “*EMC Committee on Terrorism*” in his eyes, are one group and that all of these groups have a major function in Homeland Security. Bob also announced that the chair from the Committee on Terrorism group will be sending a letter to the Chair of the E911 Advisory Committee to have a representative at all of their meetings from now on.

911 Legislation – Bob Oenning noted that Senate Bill 1250 is being discussed again. House Bill 2898 passed. The General Accounting Office (GAO) Report just came out. One of the issues the GAO Report states is that there are too many PSAP centers nationwide. The NENA SWAT report is not out at this time, but it is in the works. It will have a significant amount of data regarding 911 nationally, to support the need for commitments to 911.

FCC – Bob Oenning reported on Voice Over Internet Protocol (VOIP) Initiatives. NENA has formed a full committee to work on the issue. They are trying to come up with immediate solutions, as well as, long term ones. Information gathering is another big issue at this time. So please send in your correct information about your PSAP.

NEW Business:

2004 Chair & Vice Chair Nominations

Dan Aycock motioned to open the floor for new nominations for chair and vice chair for the year 2004. Jim Quackenbush seconded the motion. Dan Aycock was nominated for the chair position. Steve Reinke was nominated for the vice-chair position. The nominations were left open until the February meeting.

Dave Irwin showed an interview with Bob Oenning and KCPQ 13 regarding wireless issues in Washington State.

Peggy Fouts announced that the registration forms for the APCO Western Regional Training Conference being held on March 1 – 3, 2004 in Spokane, WA are located on the back table. There will be a large vendor show along with great entertainment and lots of different types of training.

Marj Williams announced that Snohomish county will be publishing the request for proposal (RFP) for their mapping project and map information data network. She will also be checking to see if they can make the pricing from this RFP available to other counties.

Marj Williams also announced that she has to step down from chairing the Strategic Planning Committee and asked if there was anyone else that would be willing to accept this responsibility. Peggy Fouts nominated Wayne Wantland to be the chair. Wayne accepted the chair position.

The next meeting will be held THURSDAY, FEBRUARY 19, 2004 at THE RADISSON SEATAC HOTEL.